

LEGAL NOTICE

INVITATION to BID

The **Town of Ridgefield** invites all interested parties to submit sealed bids on the following :

Bid Due Date: April 14, 2016
Bid Due Time: 11:00 AM
Bid Item: 2016 P&R Summer Camp School Bus Transport
Bid Number: 16 - 33

Terms and conditions as well as the description of items being bid are stated in the specifications.
Specifications may be obtained at the following address:

**Town Of Ridgefield
Jerry Gay
400 Main Street
Ridgefield, CT. 06877
203 - 431 – 2720**

Or downloaded from www.ridgefieldct.org in Purchasing section under Departments

The return bid envelope must be marked and addressed to the following:

**TOWN OF RIDGEFIELD
DIRECTOR OF PURCHASING
RFP NUMBER: 16 - 33
400 MAIN STREET
RIDGEFIELD, CT. 06877**

Proposals must be received no later than the date and time stated above at the Purchasing Director's office on the second floor. **For further information**, please call **Jerry Gay at (203) 431-2720 or E-Mail at purchasing@ridgefieldct.org**

Bid Documents available at www.ridgefieldct.org in Purchasing section under Departments

Results may be viewed at www.ridgefieldct.org in the Purchasing Section under Departments

TOWN OF RIDGEFIELD CONNECTICUT

BOARD OF SELECTMAN

INSTRUCTIONS TO BIDDERS

1. Submit proposals in a sealed envelope plainly marked with bid number to identify this particular proposal.
2. Withdrawals of or amendments to bids received later than the time and date specified for bid opening will not be considered.
3. The Board of Selectman of the Town of Ridgefield reserves the right to accept or reject any or all options, bids or proposals; to waive any technicality in any bid or part thereof, and to accept any bid deemed to be in the best interest of the Town of Ridgefield, Connecticut.
4. Bidders may be present at the opening of bids.
5. Bids may be held by the Town of Ridgefield for a period not to exceed sixty (60) days from the opening of bids for the purpose of reviewing the bids and investigating the qualifications of bidders prior to the awarding of the contract.
6. Insurance requirements, if any, must be submitted with the bid. This includes any Hold Harmless requirements as well as Certificates of Insurance, if required, for the full amounts specified. **Unauthorized changes** to these forms, i.e. adding, striking out and/or changing any words, language or limits **will cause the bidder to be disqualified**.

Please Note : Certificates of Insurance, if required, **MUST** name the Town of Ridgefield as "**Additional Insured**". Failure to do so may mean disqualification from the Bid.

APPENDIX - HOLD HARMLESS AGREEMENT

The undersigned covenants and agrees to and shall at all times indemnify, protect and save harmless the Town of Ridgefield from and against all costs or expenses resulting from any and all losses, damages, detriments, claims, demands, cost and charges including attorneys fees the Town of Ridgefield may directly or indirectly suffer, sustain or be subjected to by reason or on account of the work to be performed pursuant to this Contract or any activities in connection with said Contract whether such losses and damages be suffered or sustained by the Town of Ridgefield directly or by its employees, licenses or invitees or be suffered or sustained by other persons or corporations who may seek to hold the Town of Ridgefield liable therefore.

The Contractor shall comply with the Provisions of the Immigration Reform and Control Act of 1986 effective and enforceable as of June 6, 1987 which Act makes unlawful the hiring for employment or subcontracting individuals failing to provide documentation of legal eligibility to work in the United States. The Contractor shall hold the Town of Ridgefield harmless for the failure of the Contractor to comply with the provisions of said Act.

IN WITNESS WHEREOF, the parties hereto have set their

hand and seal this the _____
Date

Printed Company Business Name

Signed, Sealed and Delivered in the
Presence of:

Signed:

Notary Public

Printed Name

APPENDIX - INSURANCE REQUIREMENTS

Each bidder shall carry and maintain the following insurance coverage during the period of the contract :
The Certificate of Insurance for the Limits of Liability stated below should be submitted with your bid to the Purchasing Department at Town Hall. **Bidders may not perform any work until all insurance requirements are met.**

1. **Comprehensive General Liability Insurance** as will protect him, the Town, and any subcontractor performing work covered by this Contract, from claims for damages for personal injury, including accidental or wrongful death, as well as claims for property damages, which may arise from operations under this Contract whether such operations be by himself or by any subcontractor or by anyone directly or indirectly employed by either of them. Liability insurance shall include premises and operations, products, contractual, owners, and contractors protective. The minimum amounts of such insurance shall be as follows:
 - Bodily Injury Liability and Property Damage Liability:
\$1,000,000 each occurrence.
 - **The Town shall be named as an Additional Insured**
This **MUST** be stated explicitly on the Certificate or you will be **disqualified**

2. **Worker's Compensation Insurance and Employer's Liability** for all of his employees, employed at the site and in case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all employees of the later unless such employees are covered by the protection afforded by the Contractor.
 - Worker's Compensation and Employer Liability:
Statutory Limits

3. **Comprehensive Auto Liability Insurance:**
 - **Bodily Injury Insurance and Property Damage Insurance** covering the operation of all Motor Vehicles owned, hired and/or non-owned by the Contractor, or used by the Contractor in the Prosecution of the work under the Contract, shall be in the minimum of **\$1,000,000 each occurrence.**

All policies relating to this Contract shall be so written so that the Town shall be notified of cancellation or change at least thirty (30) days prior to the effective date for each policy and type of coverage except for nonpayment which shall be ten (10) days prior to the cancellation. Renewal certificate covering the renewal of all policies expiring during the life of the Contract shall be filed with the Town not less than ten (10) days before the expiration of such policies. Failure to do so will result in work stoppage and possible contract cancellation.

Town of Ridgefield, Bid 16 – 33 , Due April 14 , 2016 at 11am

The Town of Ridgefield is requesting sealed bid prices on providing school bus service as per the attached trip listing for the Parks & Recreation Summer camp trips. All trips start and end at the P&R Center located at 195 Danbury Rd., except as noted with Camp Getaway overnight trips. Sealed envelope Bids **MUST** be received by 11am of the day of the bid closing, where they will be publicly opened at that time and read aloud. An award is anticipated within 3-4 days of bid closing.

Morning times are when the bus will **depart** curbside from P&R Center and the Afternoon times are when the bus is expected to arrive back at curbside P&R Center, immediately offload and may then return to base. Exceptions are noted in the destination listings. Busses **must** arrive in the morning with sufficient time, a minimum of 15 minutes, to check in and load the bus and then leave by the scheduled time. Summer Camp staff will have the riders ready to load at the appropriate times for minimal standing time.

Drivers **MUST** have pre-printed directions to the location for each trip and full addresses will be provided upon award. Trip Directions **SHALL** be reviewed with the P&R person in charge upon the drivers arrival.

If there should be Rain Cancellations/adjustments, they will be made as early as reasonably possible, with every effort to decide prior to the bus leaving their base. Some trips may be diverted to other rain day locations. Please state all your dispatch contact info and required lead times to departure in the event of a rain cancellation. In rare instances, a rain cancellation may be rescheduled on another day of the same week.

The number of busses requested are the best estimates based upon our prior years experience. However, depending upon actual student registrations the number of required busses could increase or decrease. Please state the time frame parameter's around adding or deleting busses without penalty or issues. Adding a bus is the more likely event and a second bus would expect to be charged out as the same rate as the first one.

Bus and driver shall remain on site for the entire duration of trip, unless a second trip is scheduled the same day or where it is a drop/pickup destination, as noted for the Weeks 4 & 8 of Camp Getaway trip. There will be adequate supervision on the bus for all trips, provided by the P&R Day Camp.

Pricing is requested to be by the week to assist in making weekly payments. Bid submissions can be in a format of the vendors choosing, as long as each of the eight weeks prices are clearly stated along with any additional information requested. The Town will consider using van transports, if cost effective, for the two project outreach trips of 7/8 & 7/26, as transport will be limited to 13 students plus chaperones.

Award will be made based upon the lowest responsive, responsible bidder based on all the weeks of scheduled trips together for the entire program. Payment shall be processed upon presentation of an invoice and would be mailed 2-3 weeks later. Firms may invoice us by the week, bi-weekly or by the month. If trips are diverted due to Rain issues, total time may be different than the original trip. In addition, it is possible that trips may be cancelled entirely due to extended rain. Trips may also run long due to traffic and other uncontrollable conditions. Please state how your company would want to handle cancelled trips or trips that run shorter or longer than scheduled, if that should be a concern.

A handicapped assessable Bus/Van may be required depending upon enrollment of a person in need and would mirror the existing schedule. The awarded vendor will be informed of such a need, if it should occur, and separate pricing negotiated at that time.

If a vendor has not ever performed work for the Town Ridgefield, it is requested that three references for providing bus service for a similar summer program should be included with your bid response. Municipalities would be strongly preferred. Contact names and phone numbers shall be included.

Questions should be directed to Jerry Gay, Purchasing Director, 203-431-2720 or e-mail purchasing@ridgefieldct.org

Adventure Day Camp Bus Schedule 2016, Ridgefield Recreation Center, 195 Danbury Rd ,Town of Ridgefield, CT
 Bus Transportation – **largest** school bus size
Times: Left Column - Departure from Recreation Center
 Right Column – Arrival to Recreation Center

Summer 2016

Week One: 6/20-6/24

Tuesday 6/21	1 Bus	9:45am - 3:45pm	Martin Park Beach - Ridgefield, CT (12pm bring another group there)
Thursday 6/23	1 Bus	9:15am – 1:30pm	Tumble Jungle - Norwalk, CT
Thursday 6/23	1 Bus	9:00am – 3:30pm	Legoland - Yonkers, NY
Thursday 6/23	2 Bus	9:00am – 3:30pm	Grand Prix - Mount Kisco, NY

Week Two: 6/27-7/1

Tuesday 6/28	1 Bus	9:45am - 3:45pm	Martin Park Beach - Ridgefield, CT (12pm bring another group there)
Thursday 6/30	2 Bus	9:30am - 2:00pm	Monster Mini Golf & Duckpin Bowling - Danbury, CT drop off/pick-up 2
<i>locations throughout the day</i>			
Thursday 6/30	1 Bus	9:15am – 2:00pm	Fairfield Rock Climb - Fairfield, CT
Thursday 6/30	1 Bus	8:45am - 4:30pm	Six Flags - Agawam, MA

Week Three: 7/5-7/8

Wednesday 7/6	1 Bus	9:45am - 3:45pm	Martin Park Beach - Ridgefield, CT (12pm bring another group there)
Thursday 7/7	1 Bus	9:15am - 1:00pm	New Pond Farm - Redding, CT
Thursday 7/7	1 Bus	9:15am - 3:30pm	Discovery Museum - Bridgeport, CT
Thursday 7/7	2 Bus	9:00am - 3:15pm	Splashdown - Fishkill, NY

Week Four: 7/11-7/15

Monday 7/11	1 Bus	9:30am - 11:00am	Club Get Away Overnight Camp, <i>drop off</i> in Kent, CT
Tuesday 7/12	1 Bus	9:45am - 3:45pm	Martin Park Beach- Ridgefield, CT (12pm bring another group there)
Thursday 7/14	1 Bus	9:00am - 1:30pm	My 3 Sons - Fairfield, CT
Thursday 7/14	3 Bus	9:15am - 3:45pm	Lake Compounce - Bristol, CT
Thursday 7/14	1 Bus	1:45pm - 3:30pm	Club Get Away Overnight Camp, <i>pick up</i> in Kent CT for RETURN

Week Five: 7/18-7/22

Tuesday 7/19	1 Bus	9:45am - 3:45pm	Martin Park Beach- Ridgefield, CT (12pm bring another group there)
Thursday 7/21	1 Bus	9:15am - 3:30pm	Maritime Aquarium- Norwalk, CT
Thursday 7/21	1 Bus	9:15am - 2:30pm	Pump It Up – Norwalk, CT
Thursday 7/21	2 Bus	9:00am - 3:30pm	Adventure Park- Bridgeport, CT

Week Six: 7/25-7/29

Tuesday 7/26	1 Bus	9:45am - 3:45pm	Martin Park Beach- Ridgefield, CT (12pm bring another group there)
Thursday 7/28	2 Bus	8:45am – 4:00pm	Brownstone Quarry- Portland, CT
Thursday 7/28	2 Bus	9:15am - 12:30pm	Sky Zone- Bethel, CT
Thursday 7/28	1 Bus	9:15am - 3:30pm	Beardsley Zoo- Bridgeport, CT

Week Seven: 8/1-8/5

Tuesday 8/2	1 Bus	9:45am - 3:45pm	Martin Park Beach- Ridgefield, CT (12pm bring another group there)
Thursday 8/4	1 Bus	9:00am - 3:45pm	New Roc Fun Fuzion - New Rochelle, NY
Thursday 8/4	2 Bus	9:15am - 2:00pm	Children’s Movement Center - New Milford, CT
Thursday 8/4	1 Bus	9:15am - 3:30pm	Sport Time – Elmsford, NY

Week Eight: 8/8-8/12

Monday 8/8	1 Bus	9:30am - 11:00am	Club Get Away Overnight Camp, <i>drop off</i> in Kent, CT
Tuesday 8/9	1 Bus	9:45am - 3:45pm	Martin Park Beach- Ridgefield, CT (12pm bring another group there)
Thursday 8/11	2 Bus	9:00am – 3:30pm	Quassy – Middlebury, CT
Thursday 8/11	1 Bus	9:00am - 2:00pm	Stepping Stones – Norwalk, CT
Thursday 8/11	1 Bus	9:00am – 3:30pm	Sports Center of CT- Shelton, CT
Thursday 8/11	1 Bus	1:45pm - 3:30pm*	Club Get Away Overnight Camp, <i>pick up</i> in Kent CT for RETURN

Project Outreach

Friday 7/8	1 Van	9:30am – 12:30pm	Danbury Soup Kitchen – Danbury, CT (13 students)
Monday 7/26	1 Van	9:30am – 12:30pm	Danbury Soup Kitchen – Danbury, CT (13 students)

Town of Ridgefield, Bid 16-33

2016 Summer Camp Bus trips, 195 Danbury Road - 203-431-2755

Arrival MUST be at least 15 min prior to departure time to allow loading the bus. Driver SHALL have directions to the intended location and SHALL review them with P&R Staff upon arrival. Full addresses will be provided for all locations with the awarded vendor.

Assumptions are for using a School Bus for all trips, unless noted differently by vendor. Note separate price van for specific trips as listed.

Week #1 Price \$ _____

Week #2 Price \$ _____

Week #3 Price \$ _____

Week #4 Price \$ _____

Week #5 Price \$ _____

Week #6 Price \$ _____

Week #7 Price \$ _____

Week #8 Price \$ _____

Project outreach (School Bus) \$ _____

Total price for all trips with School Bus transport \$ _____

OPTIONS : The Town will choose if to accept if available and reduces vendor overall cost.

Van – Project Outreach 7/8 & 7/22 \$ _____

Vendor Name : _____

Address ; _____

Phone : _____ E-Mail : _____

Dispatch Phone : _____ Cell : _____